

WorkFirst High Performance Bonus

Innovative Project

2002 Nomination Form

Name of project (use separate form for each nomination): **LPA Membership Policy and Procedures**

Local Planning Area: **Clark - Skamania**

Contact: **beverly Kimble - or - Beth Taylor**
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Project period (only projects operating between July 1, 2001 and June 30, 2002 will be considered): **11-14-00 – present.**

An interagency committee with state and local participation will review your nomination. Please keep your submission to 3 pages of narrative -- the nomination packet must not exceed 3 pages of narrative plus the signature page. Let us know if additional materials, such as marketing tools, newspaper clippings, evaluations, etc. are available upon request. We may request this information before making a final decision on the bonus.

1.	<p>Describe your project. (This section will be scored as 25% of the total points awarded.) You may want to include:</p> <ul style="list-style-type: none"> How does this project relate to the WorkFirst performance measures? How many persons were served during SFY2002? Please list TANF and low-income persons separately. If known, what was the cost per person served including operating and administrative costs? What TANF purpose does this project address? The four purposes of TANF are on the WorkFirst website under Local Area Planning/ High Performance Bonus Awards/Expenditure Criteria at http://www.wa.gov/WORKFIRST/local/hpbacriteria.htm
	<p>Our LPA decided that we would be the most effective in achieving the WorkFirst performance measures if we clearly identified how our LPA partnership functions. After starting with the initial mandatory partners of DSHS, Employment Security, Clark College, and CTED, we added the Private Industry Council when its presence was mandated by the Welfare-to-Work grant program. Our Employment Security representation includes WPLEX as well as the local offices located in WorkSource sites; our DSHS representation includes the Division of Child Support Enforcement as well as the CSOs. We also added all of the contractors working with the welfare population, as well as the Housing Authority and Clark County Community Services Department (Community Action Program). We later added the Child Care Resource and Referral program. We felt that we would best maintain our focus on WorkFirst programs and participants by limiting LPA core membership to only those agencies or contractors that, as part of their mission, are committed to serving the WorkFirst population. This is in accordance with the TANF purpose of ending the dependence of needy parents on government benefits by promoting job preparation and work. We further established a listing of our required and voluntary partners, written qualifications and procedures for membership, and written expectations of members.</p> <p>Our LPA membership policy and procedure has enabled us to work closely together to achieve 761 TANF exits during SFY2002, a number exceeded only by the Pierce and Spokane-Lincoln LPAs. We have accomplished this level of service in spite of Southwest Washington having the highest unemployment rate in the state and being located adjacent to Oregon, which had the highest unemployment rate in the nation over the past year.</p>
2.	<p>What makes this project innovative? (This section will be scored as 50% of the total points awarded.) You may want to include:</p> <ul style="list-style-type: none"> What need was addressed and for what population? How was the project designed? What impact was desired? Was there a client focus? Employer focus? What has been learned? Did this project simplify the program or its operations? How did you measure the success of this project?

Our project is innovative in that it allows us to maintain our focus on reducing reliance on public assistance. While we continue to interact with a wide number of other community partners and solicit their assistance and ideas, our formal LPA membership is restricted to those who are integrally concerned about WorkFirst outcomes by virtue of their mission and revenue flow. It has facilitated interagency planning and made continuous redesign and improvement possible, ranging from interagency WorkFirst staff training to case consultations.

Our membership policy and procedure is as follows:

Principles:

1. The Local Area Plans support the WorkFirst model of "A job, a better job, a career."
 2. All four WorkFirst state agencies evenly share responsibility for WorkFirst local area planning
 3. Effective communication within and between all WorkFirst partners is critical for successful local area planning
 4. Meeting the WorkFirst performance targets is the best measure of the success of the local area plan
- Source: "Local Area Planning Guidelines" Sept. 1998

Purpose: In order to continue to have a Local Planning Area (LPA) that is focused on WorkFirst programs and participants, membership of the group will be limited to only those agencies or contractors* that, as part of their mission, are committed to currently serving this population.

Procedures to become a member of the Clark/Skamania Local Planning Area:

1. Requesting Membership

Potential new members will meet the following definitions and follow the procedures below for consideration of membership:

Definition:

- Agencies in the Clark/Skamania area whose mission includes serving the WorkFirst population; and/or
- Agencies with current contracts for WorkFirst activities (membership automatically ceases when contract ends, unless other membership criteria exist).

Procedures:

- Initial request to become a member must be submitted in writing to the LPA.
- Request must come from the organization's department head.** Example: If a school district wanted to become a member, the Superintendent of the school district would need to make the request.
- Request must include: the agency mission; if the agency is a WorkFirst contractor and what the contract is for; why it would benefit the LPA for them to become a member; what benefit the requestor would gain from becoming a member; what services the requestor provides to WorkFirst participants.
- Will attend at least two LPA meetings prior to membership consideration.
- At the third monthly meeting, current members in attendance will reach consensus as to whether new membership will be approved for the requestor. This will be put on the agenda as the last item. Only current voting members of the LPA will be in attendance for this portion of the meeting. The current lead LPA member will notify the requestor of the decision within one week of the vote.

2. Membership will not be considered for:

- Entities pending initial contracts for WorkFirst services.
- Any entities without a clear mission focused on WorkFirst participants.

3. Expectations of members:

- Attend monthly LPA meeting.
- Participate in committee assignments.
- Be supportive of LPA decisions and directions.
- Be part of LPA meeting location rotation and minutes rotation.

* "Contractors" are defined as entities with a current legal contract to perform work specifically with the WorkFirst population.

	<p>** "Department head" is defined as whatever the agency titles that person. Example: President (as the case with the college), Director, Administrator, etc.</p> <p>*** For purposes of this document, "membership" follows the agency, not the person. (For example, DSHS is a member, not the administrator or director of the particular CSO.)</p>
3.	<p>Partnerships. (This section will be scored as 25% of the total points awarded.) You may want to include:</p> <ul style="list-style-type: none"> • What partners were involved in the design of this project? • What partners supported this program in ways that contributed to its success? • Did you bring in new partners for this project? • Did you add new resources—funds, person power, other-in-kind contributions? • Did this project strengthen existing partnerships?
	<p>This project was developed by the LPA Partnership and resulted in focused expansion of the LPA Partnership. In particular, the addition of all WorkFirst contractors, the Housing Authority, the Community Action Program, and Child Care Resource and Referral have made more complete wrap-around services available. We have also strengthened our partnership by periodically changing the partnership's facilitator, rotating our meetings among our various partner locations, and having the meeting host site be responsible for taking and distributing our meeting minutes.</p> <p>Our LPA partnership is currently comprised of: Employment Security (Vancouver and Stevenson offices as well as WPLEX), DSHS (Columbia River and Stevenson CSOs as well as Child Support Enforcement), Clark College, CTED, Partners in Careers, Vancouver Housing Authority, Nelson and Associates, SCA Pacific, Clark County Community Services Department, Columbia River Mental Health, and Child Care Resource and Referral.</p>

Are additional materials available upon request? ☐ Yes ☒ No

Please email this form and mail or FAX an additional page with the signatures of the mandatory partners in your Local Planning Area. All partners must agree to nominate this project.

Nominations are due by 5:00 p.m., Tuesday, October 15, 2002 to:

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